Instruction Book for the OD4012, OD4000 and OD4800

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OD4012, OD4000 and OD4800

Setup & Operator Manual

Issue 3 June 09
Performance Design LLC.

These punches have been designed to punch most any job that may pass through your office. No matter what type of binding you need to carry out, these punches can handle the job. The maximum single punching length for the OD4012, OD4000 and OD4800 is a 11” (297mm) format. The OD4012 and the OD4000 are electrically operated punches and the OD4800 is manually operated. All three machines utilize a simple two knob die lock system to retain the die punch assemblies.

OD4012

OD4000

OD4800

OD4012 Contents S/N:_____

___Punch (1)
___Oil (1)
___Foot Pedal (1)
___Reversing Tool (1)
___Instruction Book (1)
___Brush (1)
___Power Cord (1)

Inspected by: _____

OD4000 Contents S/N:_____

___Punch (1)
___Knob Kit (1)
a) ¼-20 x 1 ½" Knob (2)
___Foot Pedal (1)
___Instruction Book (1)
___Oil (1)
___Brush (1)
___Power Cord (1)

Inspected by: _____

OD4800 Contents S/N:_____

___Punch (1)
___Knob Kit (1)
a) ¼-20 x 1 ½" Knob (2)
___Brush (1)
___Instruction Book (1)
___Handle with bolt (1)
___Oil (1)

Inspected by: _____

Table of Contents

Safety Alert Symbols

- Make sure you read this section very carefully! Learn to recognize these **Safety Alert Symbols.** The OD4012, OD4000 and OD4800 have been designed to provide a high level of protection to an operator. Follow the guidelines below while installing, operating and maintaining your machine.

⚠CAUTION CAUTION: Indicates a hazardous situation which, if not avoided, could result in minor or moderate injury. It may also be used without the safety alert symbol as an alternative to "Notice".

⚠WARNING WARNING: Indicates a hazardous situation which, if not avoided, could result in death or serious injury.

⚠DANGER DANGER: Indicates a hazardous situation which, if not avoided, will result in death or serious injury. This signal word is to be limited to the most extreme situations.


Trip Hazard


Electric Shock


Cutting Hazard


Two Person LIft


Crushing Hazard

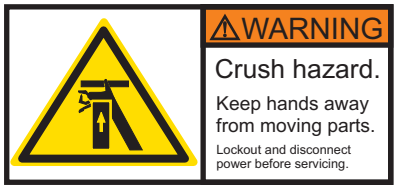
Hint or Suggestion

Safe Operating Guidelines

- Always keep this instruction manual with the machine for reference to safe operating guidelines and correct operation of the machine.
- The OD4012 and OD4000 need to be plugged into a wall outlet that provides a 15-amp, 120 volt service (16-amp, 220 volt for European installations) and is protected by a fuse or circuit breaker at the main electrical panel.
- Always replace any fuse with the same type and amperage fuse as indicated on the machine.

- If machine cycles on its own, turn off power switch, unplug machine from the wall outlet and call your dealer immediately for service.

- Turn power switch off before maintaining or changing die assembly.



- Use of appropriate hand protection should be utilized to avoid injury from handling of materials.

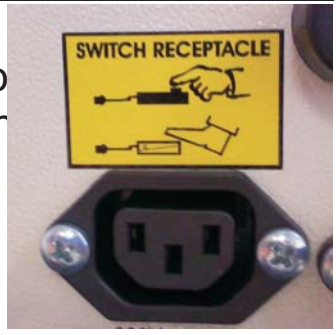
- Follow all recommended workplace procedures for repetitive activities.

Placing your machine in the proper location:

- Before lifting machine, turn power off and remove the power cord from the wall outlet. The machine is very heavy! Never attempt to lift the machine by yourself. Two people will be needed to lift the machine.

- Place the machine on a hard level surface, place the foot pedal on the floor in front of the machine. Ensure the placement of machine allows for ergonomic work flow (separate locations for un-punched books and punched books).
- Connect the foot-pedal into the foot-pedal receptacle on the back of the machine, do not attempt to connect foot-pedal into anything other than the foot-pedal receptacle.

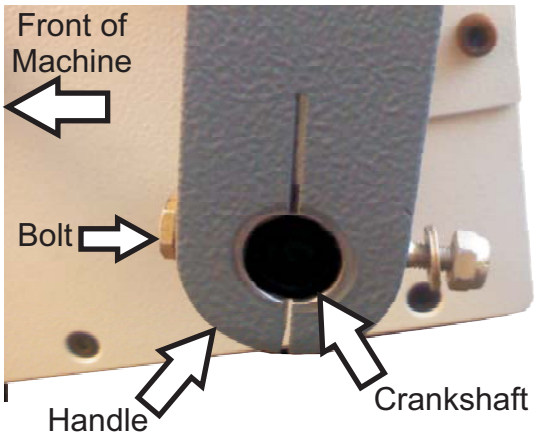
- **Optional** paper activated switches are available for these punches. These switches replace the foot-p into the foot-pedal receptacle on the back of the mach



Attach Handle to OD4800:

- The OD4800 manual punch is shipped with the handle removed from the punch. You will need two 3/8” wrenches (not supplied) to tighten the handle bolt.

❸ Locate the handle and remove the nut, washer and bolt from the handle.
❷ Orientate the handle so the black handle grip extends to the right of the machine as seen on front cover of this book.
❸ Slide handle onto exposed crankshaft of machine and align the holes in the handle with the hole in the crankshaft.
❹ Insert the bolt completely through the handle and install the washer and nylock nut. See photo below left.
❺ Tighten the nut securely so there is not play between the handle and the crankshaft.
❸ Open the top grey lid of the punch and remove the styrofoam block. See photo below right.



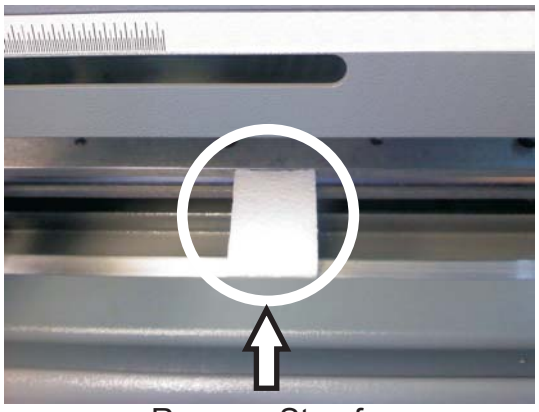
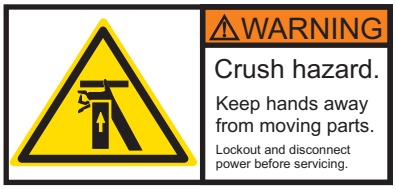


Diagram 1 (Image of OD4800)

Providing power to the machine:

- **Power cord shall be certified for the country where the machine will be installed.** Plug one end of the power cord into the power cord receptacle on the back of the machine. The other end goes into the wall outlet.

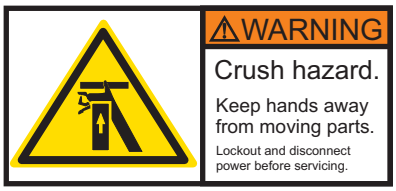
Die Installation:



- **OD4012** Diagram 2. **Make sure the machine is turned off before installing the die**.
- Make sure there is no paper dust or paper chips in the machine die slot before installing the die.
- Install the die by sliding it into the opening located on the left hand side of the machine. Make sure the punch pin retainer slides into the slot on the backside of the opening.
- Install die until right side of die is flush to exterior of right side of machine.
- Thread both retained die lock knobs into the die and tighten evenly until the die can not move.

Diagram 2. (Image of OD4012)

- **<u>OD4000/OD4800:</u>** Diagram 3. **Make sure the machine is turned off before installing the die.**



- Make sure there is no paper dust or paper chips in the machine die slot before installing the die.
- Install the die by sliding it into the opening of the machine located on the left hand side of the machine. Make sure the punch pin retainer slides into the slot of the pusher bar.
- Install die until right side of die is flush to exterior of right side of machine.
- Locate the two supplied die lock knobs and insert them into the left and right sides of the machine. Thread both die lock knobs into die assembly and tighten evenly until die assembly can not move.

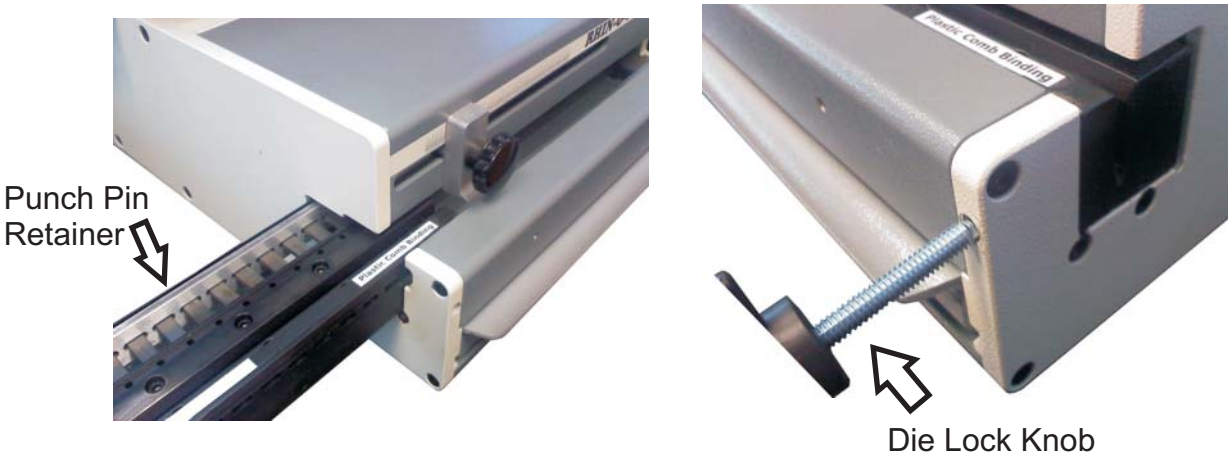
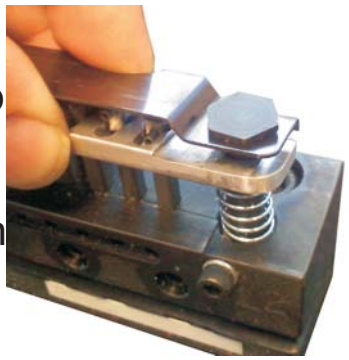


Diagram 3. (Image of OD4000)

Comb Die Backspace (Margin) Adjustment

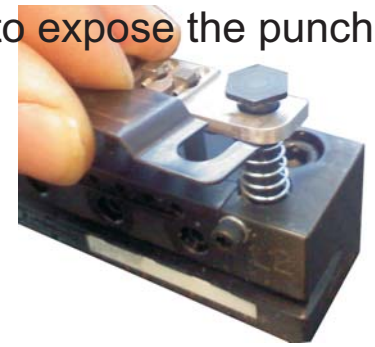
- The comb die assemblies for the OD4012, OD4000, and OD4800 have a four position adjustable backspace. The positions are changed by pulling the adjustor bar to the left for deeper settings (commonly used for average to thicker sized books) and pushing the adjustor bar to the right for shallower settings (commonly used for thinner sized books).

Removing Punch Pins



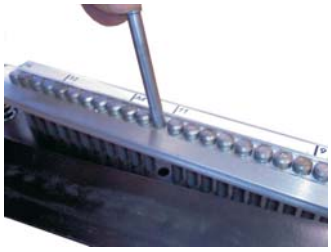
❸ Turn machine power off and remove die assemb

❷ On the opposite side of the die assembly from th



❸ Pull the pin capture away from the pin retainer to expose the punch pins.

❹ Remove the desired punch pin or pins.



❺ Replace the pin capture by pressing down on the pin retainer and placing the pin capture back into place.

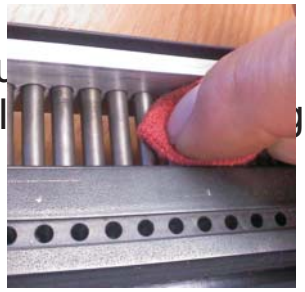
❸ Install die assembly into machine as described earlier and turn machine power back on.

Die Maintenance

- Die maintenance should be performed with the die removed from the machine. To perform the die maintenance, remove the die assembly from the machine (see die installation section). Apply enough oil to lightly coat each pin.
- Remove any excess oil with a disposable cloth. After oiling, always punch some scrap paper to remove excess oil.

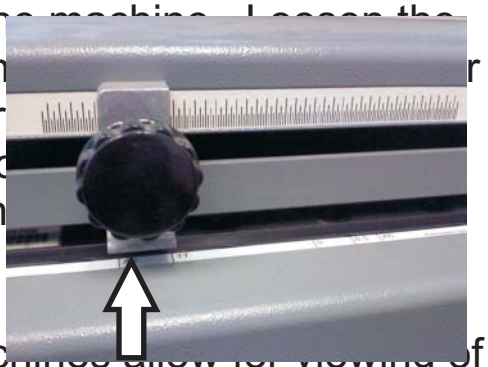
Hint

Saturate a small section of a cl u
portion of the cloth, wipe the pu pl g
of oil.



Setting the paper stop/guide:

- **OD4012, OD4000 and OD4800 -**
- Locate the paper stop on the front cover of th machine. Loosen the knob counterclockwise, so that the guide can r the right. Move the paper stop until the desir and tighten the knob clockwise until tight to lo place. Repeat this procedure until the punch the paper.



The OD4012, OD4000 and OD4800 punch machines allow for viewing of the common size paper position markings on the die assemblies. Aligning the paper stop with these marks will result in the punch pattern being centered on the paper and need only small adjustments if at all.

Hint

Punching Paper:

- Select an appropriate number of sheets to be punched and slide the sheets down vertically into the opening of the die assembly. When the paper is fully inserted, slide it to the left so it comes in contact with the paper stop. Make sure all the edges of the sheets are flush by tapping the top and the right hand sides of the sheets then activate the punch by depressing the foot-pedal. OD4800 users pull handle toward front of machine.

Hint

If a paper activated switch is being used, tap the sheets flush before sliding the paper to the paper stop.

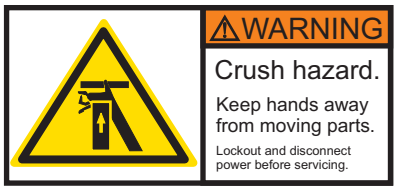
Removing Paper Waste:

- The paper waste drawer is located conveniently on the front of the punch. The paper waste drawer is removed by lifting up on the front and pulling out away from the machine. This drawer should be checked frequently while punching and emptied as necessary.

Paper Jam:

- The OD4012 and OD4000 punches use a circuit board for controlling the punch cycle, this circuit board also has the ability to automatically reverse the pusher bar and punch pins to their starting position if the machine takes too much time to complete a punch cycle. This condition could happen if too much material has been attempted to be punched at one time. If this condition occurs, allow the machine to attempt to reset itself back to its home position.

- **Turn the machine power switch off and remove some or all of the material in the punch.**

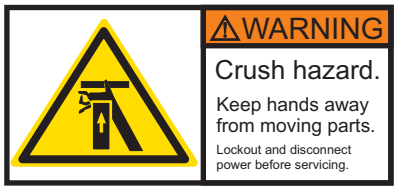


It is easier to remove one or two sheets at a time from the backside of the material in the punch.

- If the punch does not reset itself back to its home position, the punch will need to be reversed manually.

- **OD4012 Manual Reverse** utilizes a reversing tool supplied with the punch. **Turn the machine power switch off and unplug the power cord from the wall.** Locate the silver plug on the rear of the left side panel of the machine. Remove the silver plug by prying it out gently with a small flat tool. Insert the end of the reversing tool into the open hole and engage the tool with the end of the motor shaft. Rotate the tool counterclockwise 5-10 revolutions, until the punch pins have been retracted back to the starting position. Remove most or all of the material from the punch. Remove the reversing tool from the punch and replace the small silver plug. Plug the power cord back into the wall outlet and turn the power switch on. Test cycle the punching with no material in the punch, the machine w back to its home position. Reduce the amount of mate punched and continue working.

- **OD4000 Manual Reverse <u>Turn the machine power switch off and unplug the power cord from the wall.</u>** Locate the silver plug on the rear of the left side panel of the machine. Remove the silver plug by prying it out gently with a small flat tool. Insert the end of a large flat blade screwdriver into the open hole and engage with the end of the motor shaft. Rotate the screwdriver counterclockwise 5-10 revolutions, until the punch pins have been retracted back to the starting position. Remove most or all of the material from the punch. Remove the screwdriver from the punch and replace the small silver plug. Plug the power cord back into the wall outlet and turn the machine on. Test cycle the machine by punching with no material in the punch. The machine will reset itself back to its home position. Remove the amount of material being punched and continue working.



It is easier to remove one or two sheets at a time from the backside of the material in the punch.

Only qualified personnel should attempt to work on this equipment. There are no user serviceable parts inside of the machine.

Your machine has been designed for years of trouble free operation. The following is a troubleshooting guide to help you through some of the problems that may be encountered.

Troubleshooting

Symptom	Possible Cause	Action
Machine does not cycle	1) Machine is off 2) Machine is not plugged in 3) Foot-pedal is not plugged into machine 4) Die lock handle is not locked 5) Reversing tool is in machine	1) Check power switch 2) Check both ends of power cord 3) Make sure foot-pedal cable is attached to machine. 4) Lock the die lock handle 5) Remove reversing tool and store properly
Die does not go into machine	1) Pin retainer interference 2) Punch is stopped in mid cycle 3) Die lock handle is in lock position	1) Make sure pin retainer enters slot in pusher-bar. 2) Restart machine by turning power off and back on 3) Move handle to unlock position

NOTICE The OD4012 and OD4000 have been tested with a duty cycle of 25 cycles per minute with a 1 minute rest period after 2 minutes of run time. Operating outside of these limits could result in machine damage.

The OD4012 has earned the UL Listing Mark. E179574.

IMPORTANT

Be sure to fill out and return your Product Warranty Registration Card or Register online at:
www.Rhin-O-Tuff.com/warranty_registration.asp

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